



08-C-0533

ATLANTA CITY COUNCIL

IVORY LEE YOUNG, JR.
COUNCILMEMBER
DISTRICT 3

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March 11, 2008

President Lisa Borders
Member of Atlanta City Council
City Hall, Suite 2900 South
55 Trinity Avenue, S.W.
Atlanta, Georgia 30303

Re: Atlanta Commission on Women

Dear President Borders and Members of Council:

It is my pleasure to appoint Ms. Donna Briggins to serve as a member of the Atlanta Commission on Women. This appointment is for a term of two (2) years scheduled to begin on the date of Council confirmation.

Sincerely,

Ivory Lee Young, Jr.
Atlanta City Councilmember, District 3

Enclosure

cc: Rhonda D. Johnson

Curriculum Vitae
Donna Briggins
701 Highland Avenue, #1127
Atlanta, Georgia 30312

404-218-7916

dbriggins@bellsouth.net

QUALIFICATIONS

Skilled and presently pursuing Ph.D. in leadership training and women's empowerment research. Articulate in communicating ideas to others including a meticulous, working knowledge of French.

RESEARCH INTEREST

"The economic impact of higher education: A comparison and contrast of Canadian and U.S. immigrant women in this century."

"The impact of racism on the psychosocial development of African American women."

EDUCATION:

Expected 2008	Ph.D.	Dept.of International Affairs and Development Gender and Development Clark Atlanta University
2002	M.A.	Department of Psychology Counseling Psychology Clark Atlanta University
1999	B.S.	Georgia State University Psychology

RESEARCH EXPERIENCE

2003-Present Proposal: "Leadership Training makes women effective Leaders."
Chair: Dr. Art Hansen, Department of International Affairs and Development
Readers: Dr. Kwaku Danso, Morehouse School of Medicine and Dr. Cynthia Hewitt, Morehouse College, Sociology
Study results will improve developer's and donor's understanding of the impact of leadership training on women's work performance. The study will include interviews, surveys, and questionnaires.

2007-Present Research Assistant and Co-author, Clark Atlanta University
Study Title: "African and American Construction of Identities."
Helped construct questionnaire, will collect data and analyze data, assist with final report.

SCHOLARY EXPERIENCE

Participant in CONNECT Mentorship Program. A National Initiative Engaging New Canadianists for American Higher Education. Ottawa, Canada, July 2007

Participated in CIFAL Atlanta and UNITAR's Gender Equality and Government: The Americas Forum 2007. *A Global Leadership Initiative on Gender Equality (2006-2009)*.

ADMINISTRATIVE EXPERIENCE

Closing Coordinator, Lifestyles Realtors, March 2006-2007.

Managed customer files. Made contact with title company and preferred lenders. Processed forms and correspondence to and from buyers and attorney. Used Microsoft Office to maintain contracts and databases.

Assistant to the Executive Asst. to the President for the Capital Campaign, Morehouse College, September 2002-2005.

Assisted with alumni meetings and special visits by preparing information packages, scouting and arranging space for fund raising meetings. Made proper arrangement for audio/visual needs as well as food requirements. Processed all paperwork and contracts pertaining to events. Worked with facility providers to make sure needs are met. Researched facilities in and out of state as host venue for upcoming events. Provided research for executive on potential donors. Constructed memoranda and correspondence. Provided traditional administrative support, e.g., travel arrangements, developed itineraries, requisitions, filing, and meeting scheduling. Processed travel expense forms for reimbursement.

Public Relations/Marketing, Donna Briggins Agency, January 2000-2003.

Developed overall marketing campaign for clients. Prepared media kits, publicity or promotional packages. Wrote press releases and public service announcements to get event or clients coverage in local magazines, newspapers, and radio shows. Maintained and updated media list. Hired and supervised assistants according to event and needs.

Event Planner/Public Relations, The APEX Museum, August 2001-March 2002.

Coordinated special art shows, book signings and other special events. Wrote press releases and public service announcements while arranging media coverage in print, on radio and television to enhance visibility of events. Created ads and articles about museum and special events for placement in local papers and magazines. Helped set up gallery for special events as well as oversaw the overall production of the event.

Executive Assistant to the Director, Hammonds House Galleries, May 2001-August 2001.

Assisted curator/director in coordinating art exhibits by corresponding with artist and scheduling appointments. Wrote public service announcements and made contact with media via fax, telephone and written correspondence. Assisted in organizing annual event while soliciting corporations for gifts in-kind. Designed program for event and oversaw production of event.

Administrative Assistant, Georgia State University, February 1995-August 1999.
Typed correspondence using WordPerfect, opened and distributed mail, ordered textbooks,
Scheduled bi-monthly meetings, copied and distributed departmental information, and
supervised work-study students

COMMUNITY SERVICE

Atlanta Commission On Women
Women's Action for New Direction (WAND)
Southern Christian Leadership Conference
National Action Network- Research and Investigation Committee

REFERENCES

Dr. Art Hansen, Chair
Department of International Affairs and Development
Clark Atlanta University
404-315-8727

Professor Troy Story, Ph.D.
Department of Chemistry
Morehouse College
404-215-2612

Dr. Kwaku Danso
Morehouse School of Medicine
Track Coordinator for
International Health Track
404-752-1855